

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is the beginning level of work in the police department involving training and routine patrol work for the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. New employees of this class usually work in company with and receive assistance from a more experienced employee. Work involves making regular patrols and investigating accidents, crimes, or suspicious activities in accordance with prescribed departmental rules and regulations. Employees of this class are usually given a special training course in police methods and the use of police equipment prior to duty assignment. These employees must use independent judgement when faced with emergency situations. Work is checked by superior officers through inspection and observation. This class ranks immediately below that of Police Officer First Class.

EXAMPLES OF WORK

Note: The examples below indicate only the general type of work performed in this class and are **not** intended to restrict duties to those listed.

Assists in patrol usually in company with another officer; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the state criminal code, and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make, and license numbers of passing vehicles to regain stolen cars and picks up wanted persons and violators; investigates vehicles parked illegally, abandoned, or under suspicious circumstances;

Directs traffic to reduce and eliminate congested traffic conditions;

Aids in investigating accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and supervises the removal of wrecked vehicles and debris to restore traffic;

Makes arrests and prefers charges; appears in court as a witness;

Aids in maintaining order in crowds and in public gatherings;

Performs general law enforcement work aimed at preventing or stopping robberies, thefts, molestations, and disturbances of the peace and in apprehending perpetrators of such violations, as

indicated; Attends classes of instruction, reads and studies assigned materials, and prepares for the better performance of duty and for advancement in the department;

Performs various related duties as assigned, required, or indicated.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Good general intelligence;

Some knowledge of the structure of government;

Skill in observation and a good memory;

Skill in physical ability;

Aptitude for the operation and use of firearms, motor vehicles, and radios and for the administration of first aid;

Ability to read, understand, and follow written and oral instructions;

Ability to react quickly and calmly in an emergency;

Courage, resourcefulness, tact, and skill in dealing with the public, and the ability to get along with others.

QUALIFICATION REQUIREMENTS

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and must have a birth certificate to show proof of citizenship of United States.

Must successfully pass a medical examination, assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work, and must meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law, before appointment from employment list;

Must establish and maintain residency within a twenty (20) mile radius (air miles) of the Opelousas city limits at all times while

employed with the city of Opelousas.

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

Must possess a valid driver's license.